

BID #12301
CITY OF LITTLE ROCK, ARKANSAS
REQUEST FOR QUALIFICATIONS
2013 TECHNICAL ASSISTANCE SERVICES

GENERAL

In September of 2011, the citizens of Little Rock passed a sales tax that provided new revenue for programs to be administered by the Department of Community Programs. These programs and services serve the children, youth, and families of Little Rock in keeping with the public safety and quality of life goals of the City of Little Rock Board of Directors. Programs provide prevention and intervention services for children and youth during after school and out of school time as well as other geographically, demographically, and specifically targeted populations. The Department of Community Programs has responsibility for all phases of the issuance of Requests for qualifications (RFQ) related to prevention and intervention services.

PROJECT INTENT

In this technical assistance request for qualifications the intent is to identify an organization to provide expertise in the various program areas that the City has deemed important for children, youth and families who are in need of assistance in order to improve their life opportunities and likelihood of success as responsible citizens.

SCOPE OF SERVICES

The City of Little Rock is seeking an experienced organization to work with the Department of Community Programs to plan, research, and implement action plans in certain specific areas of practice. Areas of practice include youth intervention programs which target youth who are most vulnerable to negative or unlawful behaviors; after school and out of school time programs in targeted neighborhoods; programs that foster the development of employability skills, employment, and career planning; and crisis intervention training and response.

Another set of services is the provision of technical assistance on emerging issues such as research, data analysis, on youth, family and community issues; training for programs and program staffs; collaboration with community organizations; and, convening stakeholders to address issues. One such issue that proponents should have experience in is transition to adulthood to include populations such as youth emerging from foster care, youth who are dropouts, youth at risk of dropping out, and homeless youth.

The proponent will also provide policy analysis, assist in the planning and development of a citywide coordinated system of services and supports for children, youth and their families; and, identify resources to incorporate into city initiatives.

QUALIFICATIONS

Respondents to this RFQ will provide information in the following order regarding qualifications and characteristics of their organization:

1. Provide two references selected to demonstrate the experience of your organization in providing services reflected in this bid. Names, addresses, and phone numbers of contact persons with these organizations must be provided as references.

2. Describe the history and experience of the organization. Describe your overall experience with the provision of services in the scope of services.
3. Provide the name, qualification profile, and resumes for all individuals who will work directly with the Department of Community Programs and the provider programs. Clearly identify who will be your team leader, and what the role of each participating individual will be relative to this project.
4. Provide evidence of fiscal soundness.

MINORITY BUSINESS ENTERPRISE (MBE)

The City of Little Rock encourages participation of small, minority, and women owned business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them.

SELECTION PROCESS

After the Review Committee evaluates the response to this Request for qualifications, proposals will be ranked according to qualifications. Verbal presentation to the committee may or may not be requested.

RIGHT OF REJECTION

The City of Little Rock reserves the right to reject any or all proposals for any reason, to waive technicalities or informalities and accept any proposal deemed to be in the best interest of the City.

SUBMISSION OF QUALIFICATIONS

Respondents will be expected to prepare their response in accordance with the four sections listed in the above **“Qualifications”** section, in **a maximum 10 pages.** Please submit original (clearly marked “Original”) qualifications, plus eight (8) copies of your qualifications to:

Jerry Paul, Purchasing Director
City of Little Rock
500 West Markham, Room 300
Little Rock, AR 72201

Qualifications must be submitted by 4:00 p.m. on Friday, December 14, 2012.

QUESTIONS

Questions must be submitted in writing via email, by 5:00 p.m., Friday, November 30, 2012 to: Barbara Osborne, email Bosborne@littlerock.org.